



# Guangyang Secondary School

8 Bishan Street 12 Singapore 579807

Tel: 62589781/5 Fax: 63543108 E-mail: gyss@moe.edu.sg

Dear Parent,

## **Principles of Accounts Subject Information – Secondary Three Normal (Academic) 2023**

### **1 Chapter Coverage - Normal (Academic) Level [Subject Code 7086]**

#### **Term 1**

<b>Week</b>	<b>Chapter</b>	<b>Topic</b>
Week 1 - 2	1	Introduction to Accounting
Week 3	2	Accounting Information System
Week 4 - 5	3	Elements of Financial Statements and the Accounting Equation
Week 6 - 10	4 8 9 10 11 12	Double-entry Recording [Journal & Ledger Accounts] Cash in hand a/c & Cash at bank a/c Inventory a/c & Cost of sales a/c Trade receivables a/c [include discount] & Sales revenue a/c Non-current asset a/c Trade payables a/c [include discount] <b>[Week 7] Weighted Assessment 1</b>

#### **Term 2**

<b>Week</b>	<b>Chapter</b>	<b>Topic</b>
Week 1	5	Trial Balance
Week 2	5	Financial Statements [SOF Performance & SOF Position]
Week 3 - 4	11	Non-Current Assets [End-of-Year Adjustments in SOF Performance & SOF Position only] <ul style="list-style-type: none"><li>• Non-Current Assets</li><li>• Depreciation</li><li>• Accumulated Depreciation</li></ul> <b>[Week 4] Weighted Assessment 2</b>
Week 5 - 6	7	Cost of Sales & Other Expenses [End-of-Year Adjustments in SOF Performance & SOF Position only] <ul style="list-style-type: none"><li>• Cost of Sales &amp; Other Expenses</li><li>• Prepaid Expenses</li><li>• Expense Payable</li></ul>

## Term 2

Week	Chapter	Topic
Week 7 - 8	6	Revenue & Other Income [End-of-Year Adjustments in SOF Performance & SOF Position only] <ul style="list-style-type: none"><li>• Revenue &amp; Other Income</li><li>• Income Received in Advance</li><li>• Income Receivable</li></ul>
Week 9 - 10	10	Trade Receivables [End-of-Year Adjustments in SOF Performance & SOF Position only] <ul style="list-style-type: none"><li>• Trade Receivables</li><li>• Allowance for Impairment of Trade Receivables</li><li>• Impairment Loss on Trade Receivables</li></ul>

## Term 3

Week	Chapter	Topic
Week 1 - 3	7	Cost of Sales & Other Expense <ul style="list-style-type: none"><li>• Journal entries for<ul style="list-style-type: none"><li>- Prepaid expense</li><li>- Expense payable</li></ul></li><li>• Interpret expense account</li></ul>
Week 4 - 6	6	Revenue & Other Income <ul style="list-style-type: none"><li>• Journal entries for<ul style="list-style-type: none"><li>- Revenue/Income received in advance</li><li>- Income receivable</li></ul></li><li>• Interpret revenue account and income account</li></ul> <b>[Week 5 – Sec 3 OBS – 1<sup>st</sup> Batch]</b> <b>[Week 6 – Sec 3 OBS – 2<sup>nd</sup> Batch]</b>
Week 7 - 8	8	Cash <ul style="list-style-type: none"><li>• Internal Control</li><li>• Bank Reconciliation</li></ul> <b>[Week 8] Weighted Assessment 3</b>
Week 9 - 10	9	Inventories <ul style="list-style-type: none"><li>• Decision Making (Which inventory to buy)</li><li>• First-in-first-out (FIFO)</li><li>• Journal entries for impairment loss on inventory</li><li>• Interpret inventory account</li></ul>

## Term 4

Week	Chapter	Topic
Week 1 - 2	-	Revision for End-of-Year Exam
Week 3 - 4	-	End-of-Year Exam
Week 5 - 6	-	Review of End-of-Year Exam
Week 7 - 8	11	Non-Current Assets <ul style="list-style-type: none"><li>• Capital Expenditure</li><li>Revenue Expenditure</li></ul>
Week 9 - 10	-	School Holidays

## 2 Exam Format

	Details	Weighting	Duration
Paper 1	Answer 3 to 4 compulsory structured questions (40 marks)	40%	1 hour
Paper 2	Answer 4 compulsory structured questions (60 marks) <ul style="list-style-type: none"><li>• One question requires the preparation of financial statements for a business for one financial year. (20 marks)</li><li>• A scenario-based question (5 marks) will be part of one of the 3 remaining questions.</li></ul>	60%	2 hours

**Paper 1** – candidates will write their answers on the question paper.

**Paper 2** – one insert for Q1 and candidates will write their answers on the question paper.

## 3 School Assessment Modes and Weighting

The overall performance of a student is assessed based on the weighting indicated below.

Semester 1		Semester 2		Total
Weighted Assessment 1 [WA1]	Weighted Assessment 2 [WA2]	Weighted Assessment 3 [WA3]	Semestral Assessment [End-of-Year Exam]	
15%	15%	15%	55%	

#### **4 Absence from Weighted Assessments**

- (a) Medical certificate must be produced if your child is absent for weighted assessment. Your child will have to do a make-up weighted assessment within 3 days from the date of the assessment upon return to school.
- (b) If your child is positive covid more than 3 days from the weighted assessment date and has a medical certificate, your child will be given a VR.
- (c) Parent's letter is strongly discouraged and its validity will be approved based on a case-by-case basis.
- (d) Absence from any weighted assessment without a valid reason will result in zero mark for the weighted assessment.

#### **5 Absence from Exams**

- (a) Medical certificates must be produced if your child is absent for exam.
- (b) Re-exam will not be conducted but your child will be required to attempt the exam papers as a practice.

We look forward to your continual and strong support for your child. This will definitely help him/her to better prepare himself/herself for the academic demands this year.

Do feel free to contact your child's Principles of Accounts teacher should you need further clarification on any matter.

<u>Teacher</u>	<u>Classes</u>
Mdm Rashida	Sec 3N1
Mr Samuel Goh	Sec 3N2

Thank you.

Yours faithfully



Mdm Tengku Rashida  
Senior Teacher  
i/c Principles of Accounts